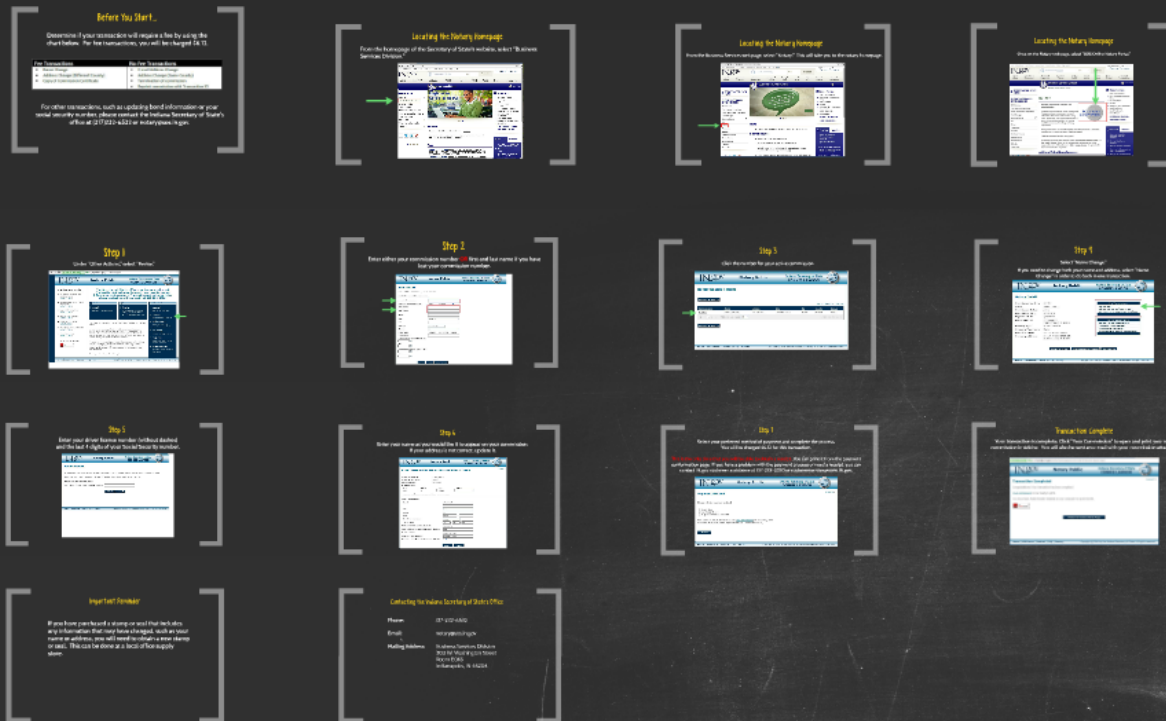


# Revise Your Commission: Name Change



# Revise Your Commission: Name Change

**Before You Start...**

Determine if your transaction will require a fee by using the chart below. For fee transactions, you will be charged \$6.12.

Fee Transactions	No-Fee Transactions
• Name Change	• Initial Name Change
• Address Change (different county)	• Address Change (same county)
• Entry of Commission Certificate	• Renewal of Commission Certificate
	• Renewal of Commission Certificate (if not required)

For other transactions, such as updating board information or your social security number, please contact the Indiana Secretary of State's office at (317) 232-6672 or [notary@sos.in.gov](mailto:notary@sos.in.gov).

**Locating the Notary Homepage**

From the homepage of the Secretary of State's website, select "Business Services/Notary".



**Locating the Notary Homepage**

From the Business Services web page, select "Notary". This will take you to the Notary Homepage.



**Locating the Notary Homepage**

Click on the Notary web page titled "Notary Home Page".



**Step 1**

Under "What Actions" select "Notary".



**Step 2**

Enter either your commission number, ID# and last name if you have lost your commission number.



**Step 3**


Click the number for your action commission.



**Step 4**

Select "Name Change".

If you need to change both your current and address, select "Name Change" to enter to be both name transaction.



**Step 5**

Enter your driver license number (without dashes) and the last 4 digits of your Social Security number.



**Step 6**

Review your information you entered. Make it be accurate as your commission. If your address is not correct, update it.



**Step 7**

Select your preferred method of payment and complete the process. You will be charged \$6.12 for this transaction.

This page will show you the details of your transaction. Review the payment confirmation page. If you have a problem with this payment method or need to modify your payment, you must contact the Indiana Secretary of State's office at (317) 232-6672 or [notary@sos.in.gov](mailto:notary@sos.in.gov).



**Transaction Complete**

Your transaction is complete. Click "Your Commission" to expand and print your new commission in Adobe. You will also be sent an email with your commission attached.



**Important Reminder**

If you have purchased a stamp or seal that includes any information that may have changed, such as your name or address, you will need to obtain a new stamp or seal. This can be done at a local office supply store.

**Contacting the Indiana Secretary of State's Office**

Phone: 317-232-6672

Email: [notary@sos.in.gov](mailto:notary@sos.in.gov)

Mailing Address: Business Services Division  
323 W. Washington Street  
Room 0218  
Indianapolis, IN 46204

## Before You Start...

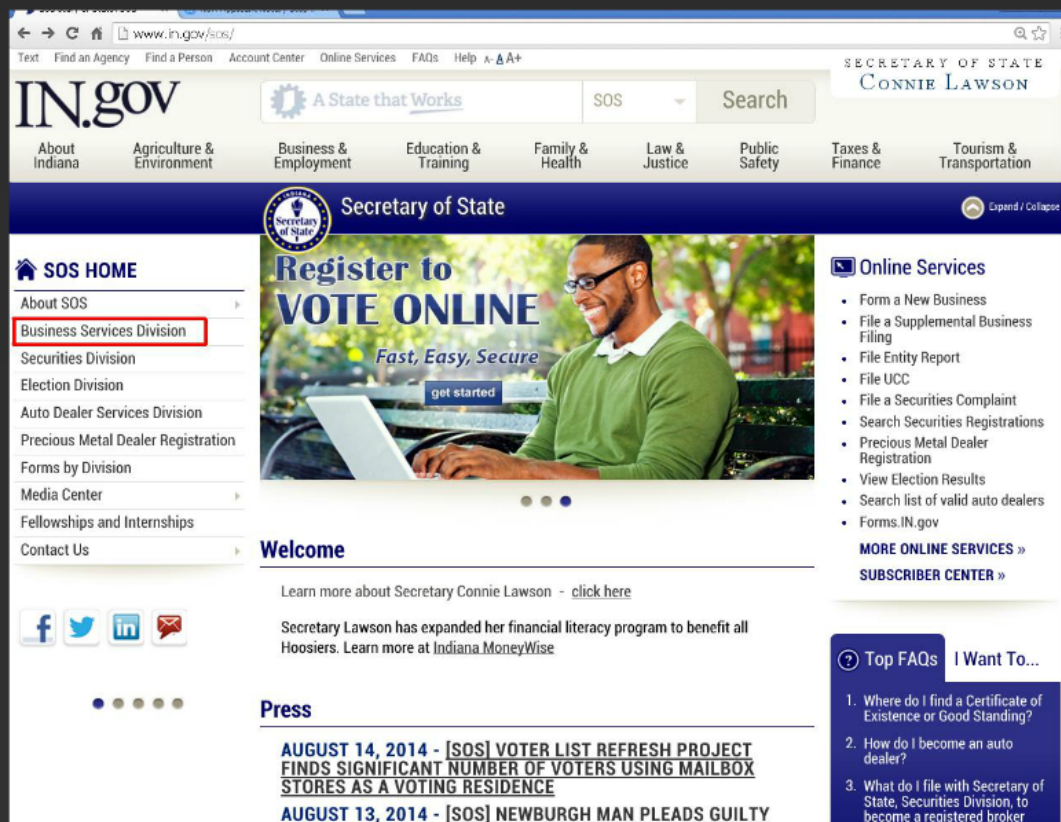
Determine if your transaction will require a fee by using the chart below. For fee transactions, you will be charged \$6.12.

Fee Transactions	No-Fee Transactions
<ul style="list-style-type: none"><li>• Name Change</li><li>• Address Change (Different County)</li><li>• Copy of Commission Certificate</li></ul>	<ul style="list-style-type: none"><li>• E-mail Address Change</li><li>• Address Change (Same County)</li><li>• Termination of commission</li><li>• Reprint commission with Transaction ID</li></ul>

For other transactions, such as updating bond information or your social security number, please contact the Indiana Secretary of State's office at (317)232-6532 or [notary@sos.in.gov](mailto:notary@sos.in.gov).

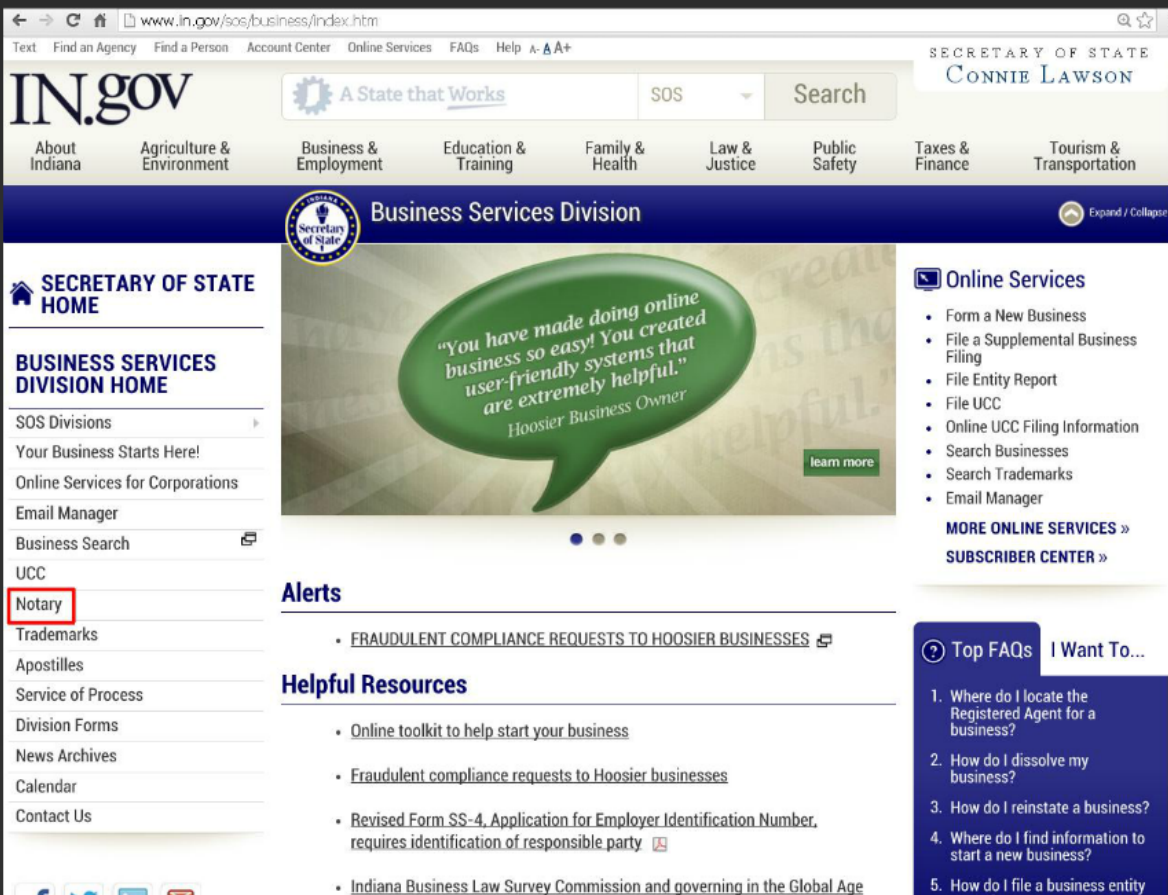
# Locating the Notary Homepage

From the homepage of the Secretary of State's website, select "Business Services Division."



# Locating the Notary Homepage

From the Business Services web page, select "Notary." This will take you to the notary homepage.



The screenshot shows the Indiana Secretary of State's Business Services Division homepage. The URL in the browser is [www.in.gov/sos/business/index.htm](http://www.in.gov/sos/business/index.htm). The page features a navigation bar with links to various state services and a sidebar menu. A green arrow points to the 'Notary' link in the sidebar menu.

**IN.gov** A State that Works SOS Search

Text Find an Agency Find a Person Account Center Online Services FAQs Help A A A+

SECRETARY OF STATE  
CONNIE LAWSON

About Indiana Agriculture & Environment Business & Employment Education & Training Family & Health Law & Justice Public Safety Taxes & Finance Tourism & Transportation

**Business Services Division** Expand / Collapse

**SECRETARY OF STATE HOME**

**BUSINESS SERVICES DIVISION HOME**

SOS Divisions  
Your Business Starts Here!  
Online Services for Corporations  
Email Manager  
Business Search  
UCC  
**Notary**  
Trademarks  
Apostilles  
Service of Process  
Division Forms  
News Archives  
Calendar  
Contact Us

**Online Services**

- Form a New Business
- File a Supplemental Business Filing
- File Entity Report
- File UCC
- Online UCC Filing Information
- Search Businesses
- Search Trademarks
- Email Manager

**MORE ONLINE SERVICES »**  
**SUBSCRIBER CENTER »**

**Alerts**

- FRAUDULENT COMPLIANCE REQUESTS TO HOOSIER BUSINESSES

**Helpful Resources**

- Online toolkit to help start your business
- Fraudulent compliance requests to Hoosier businesses
- Revised Form SS-4, Application for Employer Identification Number, requires identification of responsible party
- Indiana Business Law Survey Commission and governing in the Global Age

**Top FAQs** I Want To...

- Where do I locate the Registered Agent for a business?
- How do I dissolve my business?
- How do I reinstate a business?
- Where do I find information to start a new business?
- How do I file a business entity



# Locating the Notary Homepage

Once on the Notary web page, select "SOS Online Notary Portal."

The screenshot shows the IN.gov website. At the top, there is a navigation bar with links like "Text", "Find an Agency", "Find a Person", "Account Center", "Online Services", "FAQs", and "Help". Below this is a search bar with "A State that Works" and "SOS" dropdowns. The main header includes "IN.gov" and "SECRETARY OF STATE CONNIE LAWSON". A secondary navigation bar lists various departments: "About Indiana", "Agriculture & Environment", "Business & Employment", "Education & Training", "Family & Health", "Law & Justice", "Public Safety", "Taxes & Finance", and "Tourism & Transportation". The "Business Services Division" is highlighted, with a sub-link "Business Services Division > Notary". The "NOTARY" section contains text about online forms and a link to the "SOS Online Notary Portal", which is highlighted with a red box. A green arrow points to this link. Other sections include "Online Services" with a list of services like "Form a New Business" and "File a Supplemental Business Filing", and "Top FAQs" with questions about locating agents and dissolving businesses.

Text Find an Agency Find a Person Account Center Online Services FAQs Help A- A+ A+

IN.gov A State that Works SOS Search

About Indiana Agriculture & Environment Business & Employment Education & Training Family & Health Law & Justice Public Safety Taxes & Finance Tourism & Transportation

Business Services Division Expand / Collapse

SECRETARY OF STATE HOME

BUSINESS SERVICES DIVISION HOME

SOS Divisions Your Business Starts Here! Online Services for Corporations Email Manager Business Search UCC Notary Trademarks Apostilles Service of Process Division Forms News Archives Calendar Contact Us

NOTARY

All notary forms must be completed and submitted online.

To apply to become a Notary Public, re-apply for a Notary commission or update your personal information click here to visit our online notary portal. Additionally, you can also visit the portal if you are interested in completing the training module to refresh your knowledge on Notary requirements.

Notary commissions are issued for eight (8) years. Filing fee totals \$11.22. You must acquire a \$5,000 bond prior to making application.

Click here to access the online notary portal.

\*The Notary Portal has been designed to work with Windows Internet Explorer 8 & 9 or Google Chrome. Please use the following links to download one of the supported versions of these browsers: IE 9 or Google Chrome. We apologize for any inconvenience this may cause.

Additional Online Notary Resources

Online Services

- Form a New Business
- File a Supplemental Business Filing
- File Entity Report
- File UCC
- Online UCC Filing Information
- Search Businesses
- Search Trademarks
- Email Manager

MORE ONLINE SERVICES » SUBSCRIBER CENTER »

Top FAQs I Want To...

- Where do I locate the Registered Agent for a business?
- How do I dissolve my business?
- How do I reinstate a business?
- Where do I find information to start a new business?
- How do I file a business entity

# Step 1

Under "Other Actions," select "Revise."

The screenshot shows the Indiana Notary Public online application system. The page header includes the IN.gov logo, the title 'Notary Public', and the name of the Indiana Secretary of State, Connie Lawson. A navigation menu on the left lists various options under 'before you begin'. The main content area is divided into three columns: '1 Start', '2 Resume', and '3 Other Actions'. The '3 Other Actions' column is highlighted, and a green arrow points to the 'revise' option, which is labeled 'Revise your commission'. Below the navigation menu, there is a section titled 'The Secretary of State's office is no longer sending out Transaction Authorization letters. If you need to change information that requires a Transaction Authorization letter please contact our office directly at 317-232-6576.' The footer contains links to Home, SOS Home, Contact, FAQ, and Survey, along with a copyright notice for 2010.

← → ↻ State of Indiana [US] https://myweb.in.gov/SOS/notaryapp/ ☆

**IN.gov** **Notary Public** *Indiana Secretary of State*  
**CONNIE LAWSON**

**> before you begin**

- ✓ To become a Notary, an individual must ([What's This?](#))
- ✓ Determine the type of bond to provide. ([What's This?](#))
- ✓ Payment information. ([What's This?](#))
- ✓ Functions of a Notary. ([What's This?](#))
- ✓ Official Notary Guide. ([What's This?](#))
- ✓ Frequently asked questions. ([What's This?](#))
- ✓ Other Resources. ([What's This?](#))

Adobe Reader Required

Get ADOBE® READER

**1 Start**

**> apply**  
Become a Notary Public

Thank you for choosing to serve the State of Indiana as a Notary Public!

As part of our ongoing efforts to reduce costs and increase service through innovation and technology, the Secretary of State's office developed the online Notary system. This system accepts new Notary applications, Notary renewals and allows a current Notary to update contact information.

To assist you in rendering professional service our online Notary system includes a training module for Notaries. This training module is a part of the application process or can be used by current Notaries as a way to refresh their knowledge of notary responsibilities.

Thank you for using Online Notary!

**2 Resume**

**> login**  
Resume your transaction with your Transaction ID and E-mail Address or PIN

**3 Other Actions**

- > search**  
Search for notaries
- > revise**  
Revise your commission
- > get a copy**  
Get a copy of your commission certificate
- > training**  
Perform notary training
- > register**  
Register to apply via a service company
- > bulk upload**  
Upload a batch of notary applicants

Home | SOS Home | Contact | FAQ | Survey Copyright © 2010 by the Indiana Secretary of State. All rights reserved.

## Step 2

Enter either your commission number **OR** first and last name if you have lost your commission number.



**IN.gov** **Notary Public** *Indiana Secretary of State*  
**CONNIE LAWSON** 

### Notary Search

Please find the commission you'd like to revise.

**NOTARY SEARCH CRITERIA**

Commission Number:

Notary Name Search Type: ☒ Full ☐ Partial ☐ 

First Name:

Last Name:

Street:

City:

ZIP:

County:

Status:

Bond Type: ☐ Surety ☐ Freehold ☒ Both

Bond Issuer:

Commissions Issued Between:  

and  



Commissions Expiring Between:  

and  



## Step 3

Click the number for your active commission.

**Notary Public***Indiana Secretary of State*  
**CONNIE LAWSON**

### Notary Search Results

[Return To Search](#)[Export Results To Excel](#)

<u>Commission #</u>	<u>Name</u>	<u>Address</u>	<u>City</u>	<u>Zip</u>	<u>County</u>	<u>Status</u>
<a href="#">123456</a>	JOHN Q PUBLIC	123 MAIN ST.	INDIANAPOLIS	46204	MARION	Active

[«](#) [«](#) **1** [»](#) [»](#) Notaries per page:  1 Notaries in 1 pages



[Return To Search](#)

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## Step 4

Select "Name Change."

If you need to change both your name and address, select "Name Change" in order to do both in one transaction.

**Notary Public***Indiana Secretary of State*  
**CONNIE LAWSON**

**Notary Detail**

Commission Number:

123456

Name:

JOHN Q PUBLIC

Commission Status:

Active

Commission Date:

9/16/2014

Expiration Date:

9/15/2022

Home Address:

123 MAIN ST.  
INDIANAPOLIS, IN 46204

Bonding Agent:

ACME Insurance

County of Residence:

Marion

Company Name:

SECRETARY OF STATE

Company Address:

200 W. WASHINGTON ST.  
INDIANAPOLIS, IN 46204

[Return To Search](#)

[Return to Search Results](#)

[View History](#)

**FEE TRANSACTIONS**

[Name Change](#)

[Address Change \(Different County\)](#)

[Get a Copy of my Commission Certificate](#)

**NO-FEE TRANSACTIONS**

[Address Change \(Same County\)](#)

[Change my E-mail Address](#)

[Terminate my Commission](#)


[Reprint Commission with Transaction ID](#)

[Home](#) | [SOS Home](#) | [Contact](#) | [FAQ](#) | [Survey](#)

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## Step 5

Enter your driver license number (without dashes)  
and the last 4 digits of your Social Security number.

**Notary Public***Indiana Secretary of State*  
**CONNIE LAWSON**

### User Verification

You have selected a transaction that requires you to verify your identity with the Secretary of State's Notary Public office.

Please enter your Driver's License Number and the last four digits of your Social Security Number.

Indiana Driver's License Number:

Last 4 digits of your Social Security Number:

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## Step 6

Enter your name as you would like it to appear on your commission.  
If your address is not correct, update it.

**Notary Public**

Indiana Secretary of State  
**CONNIE LAWSON**



Log out »

### Name Change and/or Address Change - Different County

Commission Name: JOHN Q PUBLIC  
Commission Number: 123456  
Expiration Date: 9/15/2022

Applicant Name:

First	Middle	Last	Suffix
JOHN	Q	PUBLIC	

Name as it will appear on commission: JOHN Q PUBLIC

---

HOME ADDRESS:

Street: 123 MAIN ST.

City: Indianapolis

State: IN

ZIP: 46204 -

County of Residence: Marion

Home Phone: (123) 456 - 7890

Indiana Driver's License Number: 1111223333

Last 4 digits of your Social Security Number: 9876

E-mail Address: notary@sos.in.gov


Re-type E-mail Address: notary@sos.in.gov

Receive e-mails from the Secretary of State? ☐ 


## Step 7

Select your preferred method of payment and complete the process.  
You will be charged \$6.12 for this transaction.

**This is the only time that you will be able to obtain a receipt.** You can print it from the payment conformation page. If you have a problem with the payment process or need a receipt, you can contact IN.gov customer assistance at 317-233-2010 or [customerservice@www.IN.gov](mailto:customerservice@www.IN.gov).

**Notary Public**

Indiana Secretary of State  
**CONNIE LAWSON**



**Payment Method**[Log out »](#)

Please select a payment method.

☒ Credit Card  
☐ Electronic Check  
☐ IN.gov Subscriber Account

*Not currently an IN.gov subscriber? [Get information](#) on becoming one.  
(Account activation takes approximately 1 - 2 business days.)*

Select

[Home](#) | [SOS Home](#) | [Contact](#) | [FAQ](#) | [Survey](#)


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# Transaction Complete

Your transaction is complete. Click "Your Commission" to open and print your new commission in Adobe. You will also be sent an e-mail with your commission attached.

of Indiana [US] <https://myweb.in.gov/SOS/notaryapp/Common/PrintCommission.aspx>


**IN.gov** **Notary Public** *Indiana Secretary of State*  
**CONNIE LAWSON** 

**Transaction Completed** [Log out »](#)

Congratulations! Your transaction has been completed.

[Your commission](#) is now ready to print.

You must have Adobe Reader installed on your computer to open this file.



[Return to Notary Home Page](#)

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## Important Reminder

If you have purchased a stamp or seal that includes any information that may have changed, such as your name or address, you will need to obtain a new stamp or seal. This can be done at a local office supply store.

## Contacting the Indiana Secretary of State's Office

**Phone:** 317-232-6532

**Email:** [notary@sos.in.gov](mailto:notary@sos.in.gov)

**Mailing Address:** Business Services Division  
302 W. Washington Street  
Room E018  
Indianapolis, IN 46204

# Revise Your Commission: Name Change

